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1817

How to organize a library

How to organize a library

By

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Introduction

FREQUENT requests come to Library Bureau for a brief pamphlet describing the most essential library records and the simplest methods of carrying on a small library. Most of the questions asked have been answered in the following pages written for the beginner in library work.

The chief sources used in preparation of this pamphlet, outside the experience of the librarian who compiled it, are:

An apprentice course for small libraries, by the faculty of the Library School of the University of Wisconsin.

Cataloging for small libraries, by Theresa Hitchler.

School library management, by Martha Wilson.

These publications should all be read and studied by any one who wishes to understand more thoroughly the best methods for the management of libraries.

Only the most essential records are herein described.

The catalog numbers throughout the text refer to Library Bureau "Library supplies" catalog. They are introduced to aid in the selection of suitable library supplies.

Where libraries are large enough to warrant it, a state organizer should, by all means, be secured to start the work and give such instructions as will enable the local librarian to continue it.

Where no state aid is available a trained librarian who can present proper credentials showing ability to do the work should be engaged. It is far easier and cheaper in the long run to have the organization work correctly done than to have to do it over again later.

The American Library Association, 78 East Washington Street, Chicago, will gladly assist inquirers in securing the services of trained and competent librarians either for permanent or temporary positions.

Information relating to the convenient planning of a library, its arrangement, shelving, and other necessary furniture, is not included in this pamphlet. Library Bureau welcomes all inquiries concerning these matters, and its entire experience extending over forty years is at the command of its friends, without obligation.

How to organize a library

Classification

THE classification of books is grouping them in logical order according to subject and giving to each book a class mark which will indicate the particular group to which it belongs. Classification should not be confused with cataloging, which is described elsewhere in this pamphlet.

The Dewey Decimal classification, published in book form, is the one commonly used. It is the most practical, as it is easily understood and may be expanded at any time to fit the needs of a growing library. The abridged edition of this classification (Cat. no. 1002) is recommended for libraries having less than 5,000 volumes. A still smaller edition of the classification, entitled "Outline of the decimal classification," consisting of one thousand divisions, is in preparation. This is intended only for very small libraries. The unabridged edition (Cat. no. 1004) will be needed for libraries which are likely to grow rapidly.

The decimal system divides the field of knowledge into nine main classes, which are numbered from 100 to 900. Cyclopedias, periodicals, etc., so general in character as to belong to no one of these classes, form a tenth class, numbered 000.

The following outline shows the main classes and the first subdivisions in the logical order in which the subjects follow one another.

Classes

000	GENERAL WORKS	500	NATURAL SCIENCE
100	PHILOSOPHY	600	USEFUL ARTS
200	RELIGION	700	FINE ARTS
300	SOCIOLOGY	800	LITERATURE
400	PHILOLOGY	900	HISTORY

Each of these ten classes is subdivided into ten divisions, as follows:

Divisions

000 GENERAL WORKS
010 Bibliography
020 Library economy
030 General cyclopedias
040 General collections
050 General periodicals
060 General societies Museums
070 Journalism Newspapers
080 Special libraries Polygraphy
090 Book rarities

100 PHILOSOPHY
110 Metaphysics
120 Special metaphysical topics
130 Mind and body
140 Philosophic systems
150 Mental faculties Psychology
160 Logic Dialectics
170 Ethics
180 Ancient philosophers
190 Modern philosophers

200 RELIGION
210 Natural theology
220 Bible
230 Doctrinal Dogmatics Theology
240 Devotional Practical
250 Homiletic Pastoral Parochial
260 Church Institutions Work
270 Religious history
280 Christian churches and sects
290 Ethnic Nonchristian

300 SOCIOLOGY
310 Statistics
320 Political science
330 Political economy
340 Law
350 Administration
360 Associations and institutions
370 Education
380 Commerce Communication
390 Customs Costumes Folklore

400 PHILOLOGY
410 Comparative
420 English
430 German
440 French
450 Italian
460 Spanish
470 Latin

480 Greek
490 Minor languages

500 NATURAL SCIENCE
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Geology
560 Paleontology
570 Biology
580 Botany
590 Zoölogy

600 USEFUL ARTS
610 Medicine
620 Engineering
630 Agriculture
640 Domestic economy
650 Communication
Commerce
660 Chemic technology
670 Manufactures
680 Mechanic trades
690 Building

700 FINE ARTS
710 Landscape gardening
720 Architecture
730 Sculpture
740 Drawing Decoration
Design
750 Painting
760 Engraving
770 Photography
780 Music
790 Amusements

800 LITERATURE
810 American
820 English
830 German
840 French
850 Italian
860 Spanish
870 Latin
880 Greek
890 Minor languages

900 HISTORY
910 Geography and travels
920 Biography
930 Ancient history
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Oceanic and polar regions

(Modern)

Each book in the library is classified according to the group in which it falls. Thus a book on English history would be numbered 942, viz.: Class 9 (History), Division 4 (Europe), Section 2 (England). All books are arranged on the shelves in simple numerical order according to class numbers, which brings all the books on kindred subjects together. Books in each class are arranged on the shelves alphabetically by author.

Biography variation

The number 920 is generally used for all collective biography, that is, the lives of several persons in one volume. The books are then arranged alphabetically by the authors under that class.

For individual biography, that of a single person, the practice varies. Few newly organized libraries use the subdivisions for biography as shown in the decimal classification. Some have arbitrarily chosen the number 921 for all individual biography, while others have used the two figures 92, without the 0; still other libraries have used the letter "B" to indicate the class, individual biography. Whichever practice is followed, the individual biography is arranged alphabetically by the name of the person written about. Thus, Hapgood's "Life of Lincoln" is arranged under Lincoln, and not under the author Hapgood. It will aid in keeping together on the shelves all biographies about one person, if the initial letter of the person written about is placed below the class number. Thus, Hapgood's Lincoln may be marked $\frac{921}{L}$.

Fiction exception

Fiction should not be classified by the Dewey Decimal system, nor does it need author numbers. It is placed on the shelves by itself and arranged alphabetically by author's surname. If the author's name does not appear on the back of the book, letter the name with ink.

Distinguishing mark for children's books

To distinguish children's books from adults', place a capital letter J for juvenile on the back, one and one-half inches from the bottom of the binding. In

the case of non-fiction place this letter before the class number. Thus, Pike's "Our little Panama cousin" would be marked J919.

Books for very little children may be marked J+ and shelved all together for convenience, regardless of the class to which they belong.

Reference books

The class number for reference books should be preceded by R. The books should be kept on separate shelves, as they are not circulated.

Placing class marks in books

Each book should have its class number written on the upper left-hand corner of the page following the title-page, an inch from each edge.

Author numbers

There is an increasing tendency to drop author numbers and to arrange books, within a given class, alphabetically by the author's surname. This method is recommended. If it is desired to add a distinguishing author mark, the initial of the author's surname may be added below the class number, and the books alphabetized by this initial within a particular class. Thus, Morley's "Rise of the Dutch republic" would be marked $\frac{940.}{M}$.

A more specific method is to use the "Cutter two-figure alphabetic order table" (Cat. no. 1036), a scheme giving to each author his own exclusive book number, so contrived that "the books stand on the shelves alphabetically by the authors under each subject." The three-figure table (Cat. no. 1038) provides an extended scheme for libraries of considerable size.

Cutter numbers are decidedly not necessary in small public or school libraries and should not be used. Business libraries or others using many pamphlets may find them convenient.

Accession record

THIS is considered the first and most important business record. It usually consists of a consecutively numbered list of all bound books in the library. It is in book form, ruled to show author, title, publisher (as these items are given on the title-page, not on the outside of the book). It has space, also, to show whether it is a gift or purchase, the cost, and notes of rebinding or withdrawal. Only one volume (even of a set) is entered on a line. The number of this line becomes the accession number, and is entered in the book itself in ink on the lower left-hand corner of the right-hand page following the title-page, one inch from the edge.

The condensed accession book (Cat. no. 1059 or no. 1057) answers the need of the usual library. The introduction to this accession book fully explains its use, and it is wise to read this carefully before beginning work.

A loose leaf accession sheet (Cat. no. 1600), similar in ruling to the above, and designed for the typewriter, is used by some because of the saving in time. Others are discarding the book record in favor of a simple sheet, called the "Classified record of additions and withdrawals" (Cat. no. 1605) used in connection with the shelf list. Information concerning the latter plan for accessioning may be found in Library Bureau "Library supplies" catalog, but it is not commonly recommended for the inexperienced librarian.

Mechanical preparation of books

CUT all necessary leaves of new books with a dull-edged paper-knife.

To open a new book properly, hold the book with its back on a hard smooth surface, press the front cover down until it touches the table, then from back cover, holding the leaves in one hand, press open a few at the back, then at the front, alternately, pressing down firmly until all have been so treated. Opening suddenly or violently will sometimes break the binding or loosen the leaves.

White or light-colored books and all children's books may be protected from soil and water by two coats of white shellac (Cat. no. 1390) and after drying, a final coat of floor wax well rubbed in. Any good floor wax will answer.

Marking class numbers on the backs of books with white ink, if properly done, is more satisfactory, durable, and attractive than paper labels. No matter how much care is used in sticking on paper labels, they will come off.

A neat and attractive method of marking books consists of painting with shellac mixed with a small amount of powdered lampblack, a spot on the back of the book the size of an ordinary label, one and one-half inches from the bottom, using a stencil to keep the size and position uniform. A quicker way is to paint a straight band an inch wide at a uniform distance from the bottom of the book. When dry, mark the class number with Davids' white letterine (Cat. no. 1339), dry and coat with white shellac to protect the marking. Lampblack may be had of any local painter.

If necessary to change the marks for any reason, paint over with another coat of shellac and lampblack.



Example of marking

Judge's quill pen (Cat. no. 1814) works well with white ink, and should be kept clean while in use. If the ink becomes thick, thin with water.

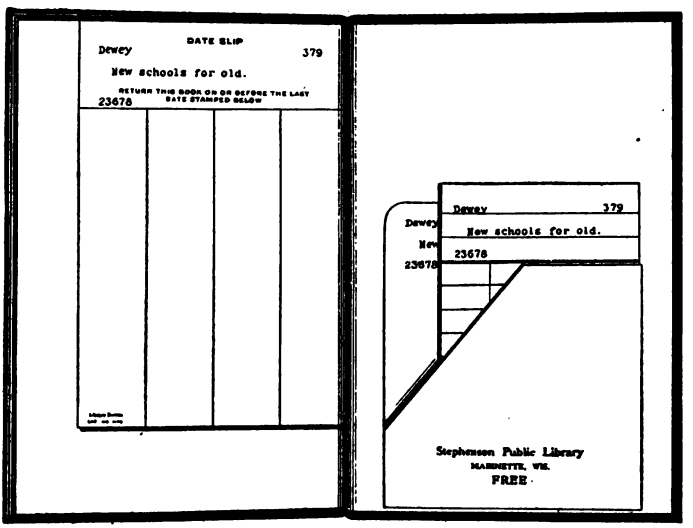
Preparation of books for circulation

Each book should have a book card or charging card (Cat. no. 1150 or 1152), upon which is written the author, title, class number, and accession number. This card is placed in a pocket, preferably at the back of the book.

A form of pocket which is very satisfactory is one with a slanting opening at the top (Cat. no. 1173L), and is pasted on the inside back cover of the book. These may be printed with the name of the library or stamped with a rubber stamp of ownership. Also, if desired, they may be printed with very simple

library rules. However, specific information as to amount of fine, number of books issued to each borrower, hours open, etc., may better be printed on a bookmark, as these items are likely to change from time to time.

Some librarians prefer to place the pocket on the inside front cover of the book. This hinders the use of a bookplate if one should be desired at a future time, as the usual location for a bookplate is the inside front cover. Pockets designed for the front of the book are shown in Library Bureau "Library supplies" catalog.



Position of date slip, pocket, and book card, showing lettering on each

The book card in the cut (Cat. no. 1150) shows where the various items should be written, and the repetition of these items on the pocket will insure accuracy in discharging books.

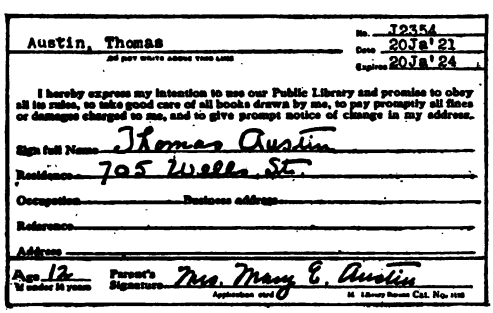
On the opposite flyleaf facing the pocket is placed a date slip (Cat. no. 1140). The date stamped on this slip is for the information of the reader, and is also useful in discharging books.

Seven-day labels (Cat. no. 1333) are used in new or popular books to speed their return, in order that other borrowers may have an opportunity to read them. They are usually pasted above or below the pocket.

Registration records

THE requirement of a guarantor for adults has been quite generally discontinued in the smaller towns. In some of the larger cities none is required for adults who may be identified in the city directory or who come with a note of introduction from another borrower, or an employer. For children under high-school age the parent's or guardian's name is still required.

Application cards (Cat. no. 1123) bearing the borrower's signature, his address, and a pledge to obey the rules, are numbered consecutively and kept on file at the library, alphabetized by the borrower's name. A sample is shown which is properly filled


Austin, Thomas

No. 12354
Date 20Ja'21
Expires 20Ja'24

I hereby express my intention to use our Public Library and promise to obey all its rules, to take good care of all books drawn by me, to pay promptly all fines or damages charged to me, and to give prompt notice of change in my address.

Sign full Name Thomas Austin

Residence 705 Wells St.

Occupation Business address

Reference

Address

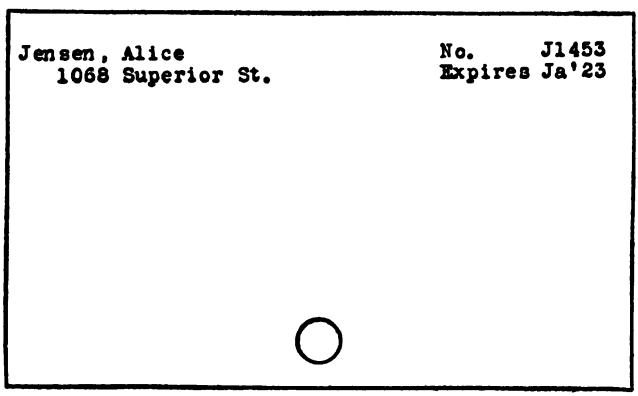
Age 12 If under 16 years

Parent's Signature Mrs. Mary E. Austin

Application card

out, ready to file in the application file. The prefix J before the borrower's number may be used to distinguish the children's cards from the adults'. It is more expensive to use different forms for adults and children, and it is not necessary when the letter J is used.

A numerical registration record gives the borrower's name. It is needed in determining who has a given book charged to a certain number, and in sending out fine notices. This record is kept either in a ruled book (Cat. no. 1087) which has consecutively numbered lines, or on cards which are numbered and filed consecutively. The latter method is recommended, and card No. 33110P may be used. This card should show the following items:



Card form of Registration record

The simplified Newark charging system

GOOD results have been obtained from the use of what has come to be known as the simplified Newark system. This omits the commonly known borrowers' cards (Cat. no. 1127.1). The system may be used only when there is no restriction as to the number of books loaned to one person, and is best adapted to libraries in small or medium sized cities. Permitting the borrower to take any reasonable number of books at one time is in keeping with the modern library spirit. The borrower's card is often a great nuisance, as it is easily misplaced or lost, if retained by the borrower when not in use, and is very apt to be left at home when most wanted.

Plan of use

An application blank printed only on one side of the card is signed in the usual manner by the borrower. It gives in addition the borrower's number. In charging a book to the borrower the date slip and book card are stamped with date of issue or date due, preferably the latter, and the borrower's number is written on the book card, with the same date added. The book cards are then filed in the charging tray under the date due, using date guides (Cat. no. 43531E).

The application cards should be filed alphabetically within easy reach at the charging desk. It saves space to file the cards on end in trays (Cat. no. 1203, 1203.1, or 1200) or in drawers of the desk. The size and number of trays or drawers needed will depend upon the number of borrowers the library is likely to have.

On the blank side of the card, at one end, is typed

the borrower's number, name, and address. Space should be left below for memorandum of fines or notes of damages, etc., or a record may be kept on slips (3" x 4") filed in front of the application card.

The application file is consulted whenever books are to be issued to a borrower. This is done in order to ascertain his number, which must be used in charging, and also to determine whether there are fines due.

The advantages of this system lie in saving time both for borrower and assistant. There is less clerical work, requiring the filing of cards not in use, in replacing lost cards, and in rewriting filled cards. It is popular with both the public and librarian, as it removes many causes of friction. It tends to increase circulation, as a borrower may draw a book at any time he has the impulse to do so, regardless of how many he may already have out.

To discharge a book, the date slip is consulted to find when the book is due. The book card is then located in the charging system under the same date and merely replaced in the book without the bother of a discharge date.

If a borrower claims that the book has been returned and the library record still shows that it is charged to him, he is asked to make a thorough search at home and is assured that the library will do the same. The matter usually clears itself. The same difficulty could happen with the use of a borrower's card, as the claim may be made that the librarian failed to stamp the discharge date.

The outfit for such a charging system consists of:

1. An application card for each borrower. Cat. no. 1123.
2. A book pocket for each book. Cat. no. 1173L.
3. A date slip for each book. Cat. no. 1140.
4. A book or charging card for each book. Cat. no. 1150.

5. One set of date guides printed with days of the month, celluloided tabs. Cat. no. 43531E.
6. One set of A-Z guides for filing application cards, celluloided tabs. Cat. no. 43525E.
7. A charging tray. Cat. no. 1203, 1203.1, or 1200. Larger libraries will need several trays or a specially constructed compartment in the loan desk.
8. A register of borrowers, arranged numerically, either card or book form. Cat. no. 1087 for book, or Cat. no. 33110P for cards.
9. Dating outfit, consisting of rubber type, ink pad, and holder for attaching type to pencil. Cat. no. 1303.

Other charging systems described in Library Bureau "Library supplies" catalog may be preferred.

Shelf list

THE shelf list is a card record showing the books in class or numerical order as they stand on the shelves, and alphabetized in each class by the author's surname.

It is useful for maintaining uniformity in classification; it prevents duplication of book numbers when they are used; it is an aid in buying, as it shows what works the library has in each class; and it may be used in taking an inventory. Shelf cards for children's books should be kept in a separate drawer from those for the adult books.

The same size and quality of card may be used for both shelf list and catalog. Cat. no. 33025 for the typewriter is much used, or Cat. no. 33022 ruled for handwriting. In estimating the number of cards needed for the shelf list, allow one card for each volume in the library, though only one card is required for a work in two or more volumes. (See second sample shelf-list card.)

The shelf-list cards should be typewritten and show:

Class number in upper left corner.

Author's surname (at first vertical line) followed by a comma and initials.

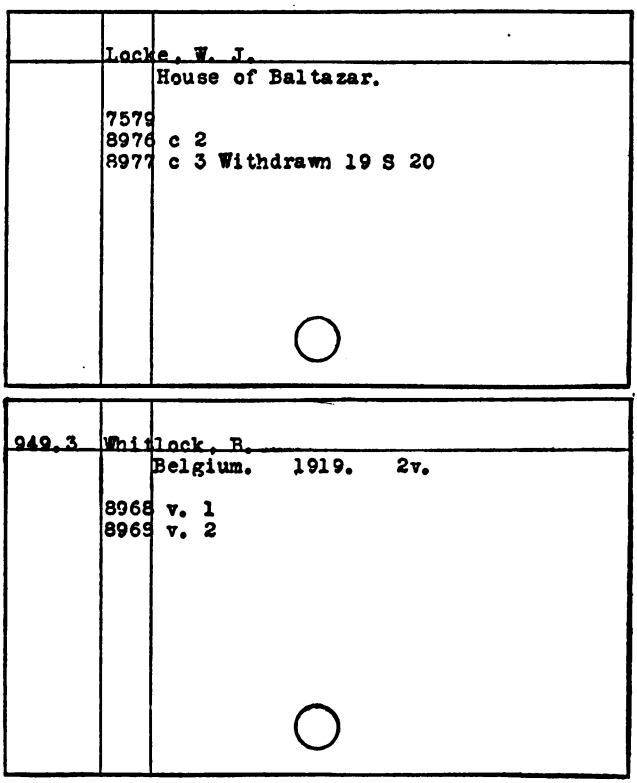
On the next line below (at second vertical line) short title of the book, taken from the title-page.

Date of publication or last copyright date for a classed book, written three spaces from end of title. (Omit date for fiction.)

Accession number at the left, two spaces below the last line of title.

Copy numbers, if more than one copy.

Notes of withdrawal are added, also volumes when there are more than one, as indicated.



Examples of shelf-list cards

Shelf-list guides

Numerous guide cards showing the important class numbers and subjects which they represent are necessary in the shelf list in order to facilitate its use. These may be procured in buff stock, already printed, with celluloided tabs which are durable and save the time of printing by hand. Guides showing the ten main classes of the decimal classification (Cat. no. 43110SL) may be purchased first. This set may be supplemented by a larger set of guides representing 100 additional important classes (Cat. no. 431100SL) if needed.

The dictionary card catalog

THE record of most practical use is the catalog, which is the key to the resources of the library. It is a record on cards of all the bound books in the library. Each book may have several cards. One card gives the author on the top line as a heading, another gives the title, and another the subject. All the cards should be arranged alphabetically according to the first word on the top line.

Such a catalog will show how many books there are in the library by a given author, who wrote certain books which are better known by title than by author, and all the books about specific subjects, such as Salesmanship, Bonus system, Moving pictures, Russia – History, or U. S. – Army.

The consensus of opinion among librarians of wide experience as organizers is that Library of Congress printed cards cannot be used to advantage by untrained librarians. These cards are often very confusing to both librarian and the public. In adapting them to local use more time is required and more information is necessary than in the making

of brief typewritten cards. Library of Congress printed cards are, therefore, not recommended for small libraries.

Typewritten cards are preferred to handwritten. Cards for both shelf list and catalog should be of standard library size, 7.5 x 12.5 centimeters. It is well to use the best possible quality which will stand long use without rewriting. Cat. no. 33025 is recommended for typewriter, as the ruling is a guide in keeping the indentions uniform; Cat. no. 33020P for plain cards; Cat. no. 33022 for handwriting.

In estimating the number of cards needed for a dictionary catalog containing author, title, and a moderate number of subject cards, an average of five cards for each volume should be allowed.

Author card

The first card to be made for every book is called the author or *main* card. For the sake of uniformity the spacing and information given should be as follows, the numbers referring to the typewriter scale, assuming that the usual size type is pica.

Insert the card at 0.

Write the class number on the top line at 1. (This number shows the location of the book on the shelves.)

On the top line at 8 (the first vertical line) write the author's name in its best-known form, with surname first to aid in alphabetizing. Continue the name at 13 if too long for one line. Compare the form of an author's name each time it occurs with the form first chosen, for the sake of keeping the author entries uniform.

On the next line below the author's name, at 12 (the second vertical line), write the title of the book as it appears on the title-page. If a long title, begin succeeding lines at 8 (the first vertical line).

The illustrator's, translator's, or editor's name may follow the title if important, separated from it by a semicolon.

Omit initial articles, The, A, or An.

Omit capital letters except for proper names and the first word of the title.

Place a period at the end of the title.

Give the date of publication found on the title-page, or when none appears, use the last copyright date. Omit dates for all books of fiction.

Three spaces after the title give the number of volumes if more than one.

Examples:

950 Hyndman, Henry Mayers
Awakening of Asia. 1919.

940.3 Gibbs, Philip
Way to victory. 1919. 2v.

Author cards

Title card

Every book which will be asked for by a distinctive title should have a title card.

If a secondary or catch title is better known than the full title, a title card under the catch title will be more useful, example: "Tom Sawyer" not "Adventures of Tom Sawyer."

The cards should be made as follows:

Write the class number in the same position as on the author card.

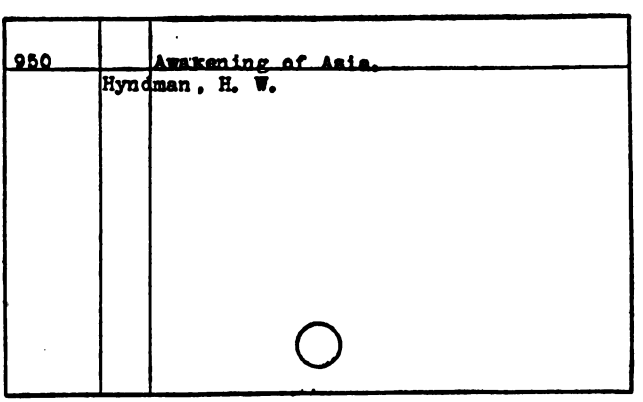
On the top line at 12 (the second vertical line) write the *short* title of the book following the title-page (not the back of the book), omitting initial articles, The, A, or An.

Continue the title on the second line at 13 if too long for one line.

If more than one volume, indicate the number three spaces after the title.

Write the author's name on the first line below the title at 8 (the first vertical line), placing the surname first, followed by a comma, and the initials only of the forenames.

Examples:



Title card

J537		Things a boy should know about wire- less.
	St.	John, T. M.

Title card showing indention for long title

940.3		Way to victory. 2v.
	Gibbs	, Philip

Title card showing number of volumes when more than one

Subject cards

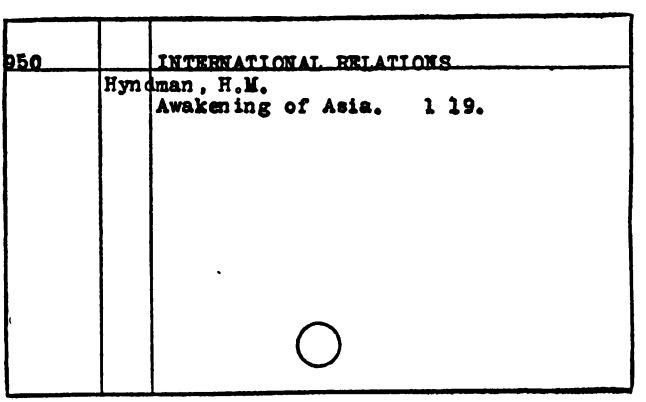
In addition to author and title cards, it is necessary to make subject cards for non-fiction books, in order to make available all the reference material in a library.

The subject or subjects of the book are selected by examining the table of contents or introduction and by reading the book itself. The title of the book

alone is frequently misleading as to the real subject of the work.

Careful choice of headings is necessary, and for consistency, the A. L. A. "Subject headings for use in dictionary catalogs" (Cat. no. 1045) should be consulted for books for adults and the A. L. A. "Subject headings for use in dictionary catalogs of juvenile books" (Cat. no. 1047) for juvenile books. These manuals should be checked for future reference and will be a help in selecting proper cross references. The A. L. A. "Booklist" and the "Reader's guide to periodical literature" are also helpful in the choice of headings. Subject cataloging should not be undertaken without careful study of all available printed aids. (See list at end of this pamphlet.)

When the proper subject headings have been selected, each subject card is written as follows:



All capital letters will emphasize the subject heading without requiring the use of a red ribbon

Class number in the same position as on author and title cards.

The subject heading on the top line at 12 on the typewriter scale (the second vertical line).

The author's surname on the first line below the subject heading at 8 (the first vertical line), placing the surname first, followed by a comma, and the initials only of the forenames.

The rest of the card, beginning with the title, is an exact copy of the author card.

Analytics

A separate entry for a distinct chapter or part of a book with page reference which it covers is called an analytic. As many of these analytics as are considered useful should be made. Important subject, author, or title analytics may be made for parts not shown on the cards for the whole book. The smaller the library, the more the need for many subject analytics, in order to make available all the subject material which will be of use in reference work.

The *subject analytic* is similar in form to a full subject card with the addition of the exact paging written one line below the last line of the title. This is to aid the eye in quick reference. Example:

910		WHEAT
	Rusmisel, L. C.	(in his Industrial commercial geography of the United States.)
page 64-73		

If an all black typewriter ribbon is used, type heading in capitals

Author analytics are not as necessary as subject, but if needed may be made according to the following example:

808	Lincoln, Abraham	
page 96		Gettysburg address. (in Bemis, K.I. Patriotic reader.)

Author analytic

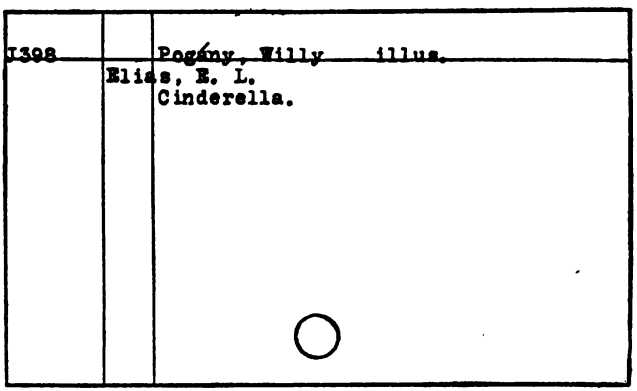
Title analytics are made only for well-known titles which would otherwise be lost. Example:

372		Old pipes and the dryad.
page 219-33	Stockton, F. R.	(in Cross, Allen Story telling for upper grade teachers.)

Title analytic

Illustrators

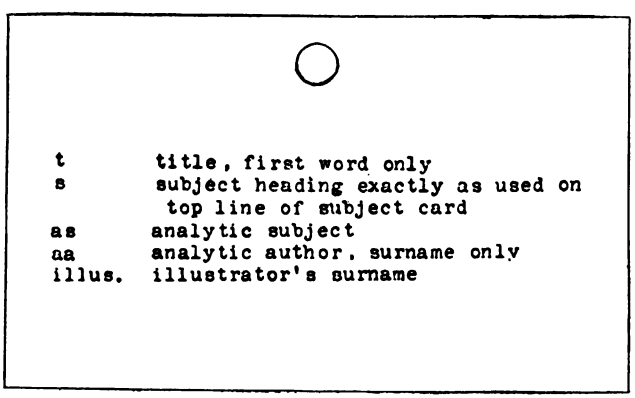
Cards for noted illustrators will be convenient if one wishes to know what works the library has which are illustrated by important artists. Example:



Added entry for important illustrator

Tracing

A tracing is a very important record made on the back of the main author card showing all the additional cards, so that in case the book is lost or withdrawn all the cards for the book may be removed.



Tracing is indicated in abbreviated form and the typing is so placed on the reverse of the author card that it may be read without removing the card from the catalog.

The cut shows the reverse of a main author card with the position of tracing.

Arrangement of cards in the catalog

All cards are arranged in alphabetical order similar to the words in a dictionary, following each word on the top line of the card, but disregarding initial articles The, A, or An. Alphabet by the first word that differs, when the words on the top line are the same for two or more cards. Study the rules in Hitchler's "Cataloging for small libraries," p. 262-269; Wilson's "School library management," p. 89-94; and in "An apprentice course for small libraries," p. 24-25. Try to keep in mind the reader who knows no rules and avoid arbitrary arrangements as much as possible.

Card guides

Use a sufficient number of guides to assist the reader in finding what he wants. A guide every twenty-five cards is not too many. Guides with plain tabs, half cut, are recommended for small libraries, as they are interchangeable in position, and give greater space for the headings. Printed guides with celluloided tabs and carefully selected headings should be purchased for larger libraries, as they save the librarian much time. (Cat. nos. 431500L, 431500S, 431250C, 43165.)

Shelf labels

No library may be considered complete in its organization without proper shelf labels, which assist

both the reader and the librarian in finding the books readily.

It is quite as important that a library should be well marked with shelf labels as it is for a city to be well provided with street signs. It is much easier for the searcher to read signs than it is to ask questions.

Printed labels which fit all Library Bureau label holders are available and are more legible than hand-printed labels. They bear the chief class numbers and the subject words they represent. Various sets have been compiled to meet the requirements of actual collections of books, from which a selection may be made to fit individual needs. (Cat. nos. 1376, 1377, 1378, 1379, 1383, 1384.)

Classification chart

Another very desirable help in the intelligent use of the library is a celluloid chart to hang on the end of a bookcase or on the wall near the shelving. Upon this are printed the one hundred divisions of the classification shown on p. 6-7. (Cat. no. 1046.)

Card catalog chart

To aid the reader in the use of the dictionary card catalog, a brief printed explanation with a few illustrations should be provided. This is available in two printed forms, one on celluloid, a companion piece to the classification chart, intended to hang near the catalog, and another in the form of a guide card for use in each drawer of the card catalog cabinet. (Cat. nos. 1048, 1195.)

Periodicals

IN any library it is important to keep a record of the current periodicals in order to show whether all the copies to date have been received, also to give information as to expirations, renewals of subscriptions, cost, etc.

Specially ruled cards are much used for this purpose. They provide a convenient method and ample space for checking daily, weekly, and monthly publications. (Cat. nos. 1105.1, 1106.1.)

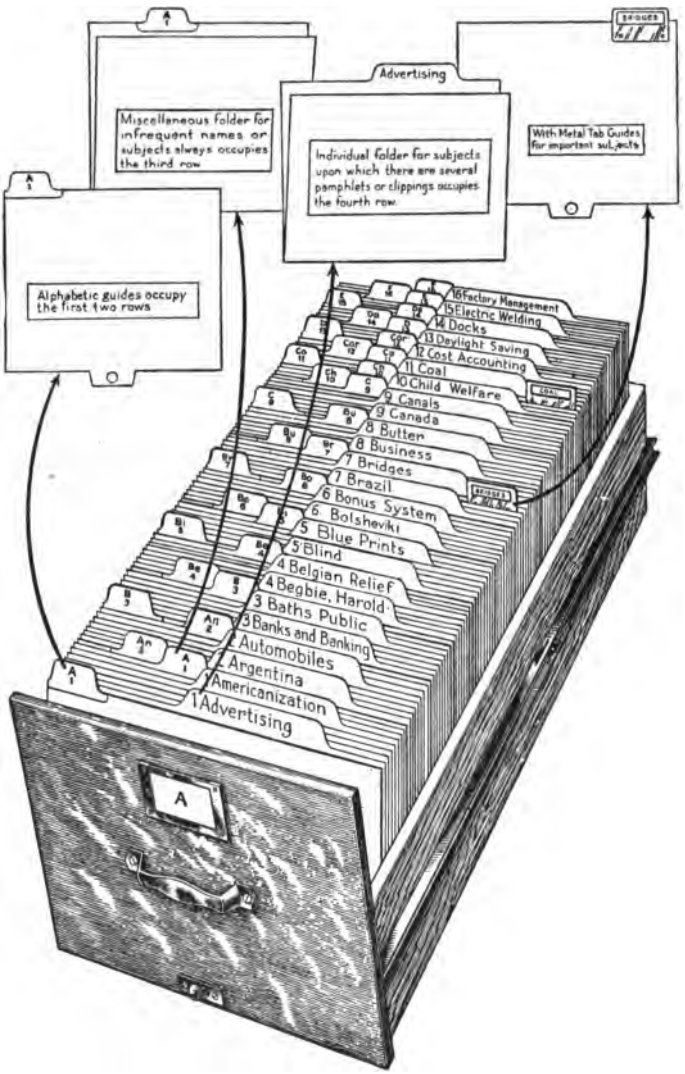
Information file

FEW persons now question the value of pamphlets, clippings, pictures, etc., as reference material, but many librarians find the care of this class of publications a great problem. It is agreed by those who have had experience that the alphabetic-subject file is the simplest, as well as the most practical and economical system for filing material of this type.

A subject word or heading is assigned to each piece, similar to that which is put on a card for a book. This special heading is written on the upper left-hand corner of each pamphlet or piece to be filed, and then all of the material is arranged under the headings in alphabetic order.

The most satisfactory equipment to give quick reference in the use of such a collection is a vertical file, with proper guiding, as illustrated. This consists of pressboard guides and folders to contain the pamphlets and clippings.

Beginning at the left, alphabetic guides occupy the first two positions. A miscellaneous folder containing pamphlets and clippings where there is just one of a kind occupies the third position, and individual



Vertical file drawer, with suggestions for guides on the folders

folders occupy the fourth position. The latter are assigned to all subjects on which there are several pieces. The subject word is written on the tab of the individual folder.

The alphabetical arrangement of pamphlets may also be carried out by the use of pamphlet boxes, without the guides and folders. There are several styles of boxes from which a selection may be made to suit requirements.

"First aids" for librarians

General

NOTE. — Library Bureau has on sale or for distribution only the starred publications bearing catalog numbers. Other publications listed should be ordered of the publishers.

The American public library. *By A. E. Bostwick.* Appleton, 1910, $2.25.

A bird's-eye view of library progress, covering all branches of library work, intended both for information and inspiration.

Libraries: addresses and essays. *By J. C. Dana.* Wilson, 1916, $1.80.

Inspirational papers on many topics pertaining to library work.

Library buildings

Some recent features in library architecture. *By Chalmers Hadley.* A. L. A., 10c.

The library building. *By W. R. Eastman.* A.L.A., 15c.

Library rooms and buildings. *By Charles C. Soule.* A. L. A., 10c.

Public libraries
Organization and administration

Essentials in library administration. A. L. A. New edition in preparation.

How to start a library. *By G. E. Wire.* Revised. A. L. A., 10c.

*Library primer. Third edition, revised. *By J. C. Dana.* Library Bureau, 1920. $3. Cat. no. 1027.

*Library supplies. Library Bureau. Free.
A catalog which explains the standard supplies commonly used in libraries. Many illustrations.

Why do we need a public library? Material for a campaign. *By Chalmers Hadley.* A. L. A., 10c.

Classification

*Decimal classification and relative index. Tenth edition. *By Melvil Dewey.* Cloth, $8. Cat. no. 1004.

*Decimal classification and relative index. Abridged edition for small libraries and schools. Third edition, revised. *By Melvil Dewey.* Cloth, $3. (Fuller index than previous edition.) Cat. no. 1002.

*Outline of decimal classification: third summary sections (1,000 divisions). In preparation, ready in 1921.
Intended only for very small libraries.

Cataloging

*Cataloging for small libraries. *By Theresa Hitchler.* A. L. A., $2. Cat. no. 1032.

Clearest, simplest, and most helpful aid for the untrained cataloger. Especially designed for the small library and for schools.

*Subject headings for use in dictionary catalogs. Third edition, revised. *By Mary J. Briggs.* A. L. A., $4. Cat. no. 1045.

*Subject headings for use in dictionary catalogs of juvenile books. *By Margaret J. Mann.* A.L.A., $1.75. Cat. no. 1047.

Consistent with A. L. A. List, but better adapted to a children's catalog.
Introduction gives valuable suggestions for those who do not thoroughly understand subject headings.

Book binding and repair

Binding for libraries. New edition. *By A. L. Bailey.* A. L. A., 1915, 15c.

Mending and repair of books. Fourth edition. *By Margaret W. Brown.* Revised by Gertrude Stiles. A. L. A., 1921, 25c.

Library training

Apprentice course for small libraries. *By the faculty of the Library School of the University of Wisconsin.* A. L. A., $1.

Training for librarianship. A. L. A., 15c.

Book selection

Book selection. *By Elva L. Bascom.* A. L. A., 15c.

Outlines the principles and describes a system for the selection of books.

A. L. A. catalog of 8,000 volumes. 1904. $1.

Guide for buying older books, though many titles are now out of print.

A. L. A. catalog 1904-11. $1.75.

Supplements the former.
These catalogs are now chiefly useful as classification and cataloging aids.

Aids in library work with foreigners. *By Marguerite Reid* and *John G. Moulton.* A. L. A., 15c.

Lists of books for learning English. Books about the United States in various languages, and aids in selecting foreign books.

The booklist. Monthly except in August and September. A. L. A., $2 a year.

Lists from 175 to 200 of the best current books each month. Annotated with descriptive and evaluating notes. Gives class numbers.

The booklist books. A. L. A., 30c. (Discount on quantity orders.)

Shorter list of best titles for the books of the year.

Bookshelf for boys and girls. New edition. Publishers' weekly, 1920. $4 for 50, $6 for 100, $25 for 500.

One of the best lists of children's books now available.

Buying list of books for small libraries. Third edition. *Compiled by Caroline Webster.* A. L. A., 1920, 35c.

A list prepared especially for small libraries having limited book funds.

Five hundred business books. A. L. A., 20c. (Free to ex-service men.)

Children's catalog of 1,000 titles: a guide to the best reading for boys and girls based on fifty-four selected library lists and bulletins. *Compiled by Corinne Bacon.* Wilson, 1916, $2 (two larger editions are also furnished covering 2,000 and 3,000 titles respectively).

Supplement to above (700 titles). Wilson, 1919, 60c.

A thousand books for the hospital library. *Selected by Edith Kathleen Jones.* A. L. A., 30c.

Primarily compiled for institutional libraries, but useful for all who seek bright, breezy, and interesting books, especially adapted to the sick, convalescent, or tired readers.

A thousand of the best novels. Revised. Newark public library. 1919. 5c.

Viewpoints in travel: an arrangement of books according to their essential interest. *By Josephine Adams Rathbone.* A. L. A., 1920, 60c.

School libraries

*School libraries. Library Bureau. Free. Cat. no. SL108.

A very useful pamphlet describing the organization, equipment, and supplies needed in school libraries.

*School library management. Revised edition. *By Martha Wilson.* 1920, 85c. Cat. no. 1039.

Contains much information equally valuable in the organization of public libraries.

Standard library organization and equipment for secondary schools. Revised edition. *By C. C. Certain.* A. L. A., 1920, 40c.

Library aids for teachers and school librarians. Revised edition. *By W. H. Kerr.* Wilson. In preparation.

Teaching: a journal published by Kansas State normal school, Emporia, Kansas. Free in Kansas.

Irregularly issued. Full of helpful ideas for school libraries. Issue of September, 1919, contains a carefully selected list of 500 books for a high-school library.

Books for high schools. *By Martha Wilson.* U. S. Bureau of education, Bulletin No. 41, 1917. 15c.

Lists about 1,400 titles, well annotated.
Excellent purchase guide.

Reading lists for special days. Wilson. 25c. (100 copies, $7.)

Includes all the chief holidays.

Graded lists for school libraries issued by various state superintendents of public instruction.

Periodicals—Selection

Periodicals for the small library. Revised. *By Frank K. Walter.* A. L. A., 1919, 25c.

Periodicals—Indexes

Readers' guide to periodical literature. Wilson. V. 1-4. Price on request, sold on the service basis.

Information concerning subscription price for current numbers supplied on request. An indispensable reference work for any library.

Information and picture files

Aids in high-school teaching. *By J. C. Dana* and *Blanche Gardner.* Wilson, $1.

Material on geography obtainable free or at small cost. Revised. *By Mary J. Booth.* Eastern Illinois State normal school, Charleston, Ill. 1920. Free.

News notes on government publications: published for the staff of the Boston public library. Monthly except July and August. Apply to the Librarian, Charles F. Belden.

A library periodical which will help to popularize the wider use of documents by librarians. It will be welcomed by those who wish to build up a live "Information file."

Picture collection. Revised edition. *By Blanche Gardner* and *J. C. Dana.* Wilson, $1.

Tells how to mount and care for pictures. Contains a very useful list of headings to use in filing pictures vertically.

On the use of books—Instruction

Instruction on the use of books and libraries. Revised. *By L. E. Fay* and *Anne T. Eaton.* Faxon, 1920, $3.50.

*Reference guides that should be known and how to use them. 11 parts. *By Florence M. Hopkins.* 25c. each. 20c. each for large quantities. Cat. no. 1024.

Suggested outline and methods for teaching the use of the library: a guide for the use of librarians giving instruction to high-school students. *By Gilbert O. Ward.* Faxon, 1919, $1.50.

Sources for general information on library matters

Your State Library Commission.

American Library Association, 78 East Washington Street, Chicago, Illinois.

Library Bureau, Library Department, Boston, Chicago, and New York.

*Public Libraries (monthly except August and September). 6 North Michigan Avenue. $3 a year.

Library Journal (twice a month). 62 West 45th Street, New York City. $5 a year.

Library Bulletins. Published by state library commissions.

Often very suggestive and helpful. Small subscription fee to non-residents. Get the one for your own state first.

Wilson Bulletin (irregular). Published by H. W. Wilson Company, New York. Free.

Contains many interesting and useful articles on public and school library problems.